

Decommissioning Policy

Introduction

Items of equipment and software purchased by the Insurance Institute of Sussex (IIS) are logged in an Asset Register maintained by the Secretary for use by council and team members. When no longer required we have a responsibility to dispose legally and ethically. Wherever possible we will aim to donate items and a nominal value will be recorded by the Secretary for IIS records and as charitable support for our Annual Grant Assessment. Where applicable any data stored on a device will be removed before decommissioning.

Nominal Values

These are the current market values from eBay or recognised trader for a similar item.

Negotiation and Agreement

Agreement to any decommissioning arrangement must be approved by the President or Deputy. The Secretary will evidence a nominal value and submit for approval.

Secretary's Records

Updates to be included for the following council meeting.

Date	Item Description	Nominal Amount	Brief Rationale incl. age of item	Recipient Details/Method of Disposal	Decision by